

RON THORNBURGH
Secretary of State



Memorial Hall, 1st Floor
120 S.W. 10th Avenue
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(785) 296-4564
www.kssos.org

STATE OF KANSAS

VACANCY ANNOUNCEMENT

Position: Office Assistant

Division: Business Services

Type of Position: Part-time

Hours: 20-25 hours per week
(hours are negotiable)

Duties:

Answer telephone inquiries; assist customers; assist opening agency mail; review corporate filings; enter information into computer system; prepare correspondence and follow-up with customers; prepare documents for imaging; maintain filing system; cross train for other duties within the division.

Job Requirements:

Demonstrate superior interpersonal skills including the ability to work in an office environment while maintaining a high degree of professionalism by demonstrating respect for customers, co-workers, and supervisors.

Possess effective communication skills including the ability to actively listen and pleasantly share information with others over the telephone.

Be proficient in the use of general office equipment (computer, phone, fax, copier) and comfortable learning new processes and adapting to change.

Hourly rate:

\$8.64 per hour

Contact Person:

Please visit our web-site at www.kssos.org to fill out an employment application. If you have further questions, contact Christy at 785-296-2034.

Position will close Friday, March 7, 2008.